

LAND USE ASSESSMENT PROGRAM OPEN SPACE AGREEMENT INFORMATION County of Loudoun, VA

To apply for the Open Space Category under the Land Use Assessment Program, you must complete an **Open Space Agreement** only if:

1. You do not have a Perpetual Open Space Easement on your property OR
2. Your property is not in an Agricultural or Forestal District

You must also submit an **Application for Land Use Assessment**.

Note that the parcel(s) will not be eligible for the Open Space Category of the Land Use Assessment Program until verification that all requirements of the Program are met. This includes conforming with the County Master Plans. → ***You should also be aware that placing an Open Space Agreement on your property may preclude you from building a house or similar structure on the property.***←

1. One Open Space Agreement must be completed for each parcel of land.
2. **Do not date the first page of the Agreement. This will be completed after the Board of Supervisors signs the Agreement.**
3. You must provide the correct legal description as it appears on the deed. You must also provide the Assessor's Office with a photocopy of the deed, which can be obtained from the Office of the Clerk of the Circuit Court in Loudoun County (Exhibit A).
4. On Page 3, item 3 of the Agreement, please insert appropriate length of Agreement.
5. The Open Space Agreement must be signed in the presence of a Notary. Return the signed and notarized Agreement to this office and we will forward it to the Board of Supervisors for signature. The Agreement must be signed by the Board of Supervisors before it can be recorded in the Office of the Clerk of the Circuit Court. We request that you submit the Agreement to us no later than November 1st of the current year, so that we may process these documents.
6. The Open Space Agreement must be recorded by December 31st in the Office of the Clerk of the Circuit Court in Loudoun County. A copy of the recordation must be provided to this office.

Should you have any questions, please do not hesitate to contact The Office of the County Assessor at 703-777-0267.